

1410.08 Videoconferencing

Issued January 1, 1994

SUBJECT: Videoconferencing.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish the procedure for reserving videoconferencing equipment.

CONTACT AGENCY: Department of Information Technology (DIT) - Telecommunications.

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SUMMARY: This section provides the procedures for scheduling a videoconference, requesting training in the use of the equipment or scheduling a demonstration of the equipment.

APPLICABLE FORMS: None.

PROCEDURES:

To schedule a videoconference:

- Contact Videoconferencing Reservation Center at 517/335-0111 and provide the following information:
 - Desired date/time.
 - Estimated duration.
 - Origination point (e.g., Detroit, Lansing or other available sites).
 - Purpose (e.g., meeting, conference, training or interview).
 - Special needs (e.g., session tutor, document camera, or VCR).
 - Account number(s)/cost center(s) to be used for billing.

To request training or to schedule a demonstration:

- Contact Videoconferencing Reservation Center at 517/335-0111 to arrange training or demonstration.

Videoconferencing Reservation Center:

- Confirms availability of sites.
- Notifies requestor of conference confirmation.
- Arranges for access to the center on day of conference.

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